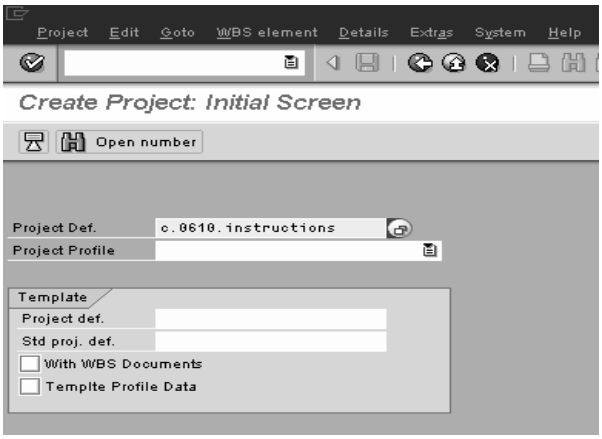
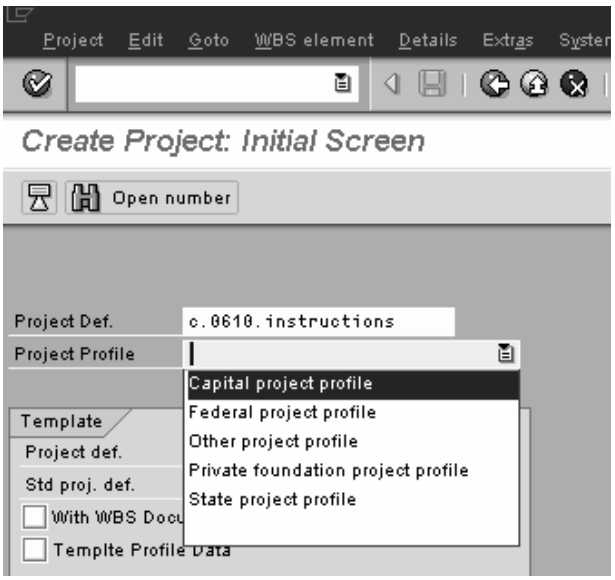
CREATE A PROJECT/WBS ELEMENT

1) Menu Path is: Accounting > Project System > Basic Data > Work Breakdown Structure (WBS) > CJ01 Create

2) Enter the project definition. C, F, or O followed by the business area number followed by the MOF, Grant number, or other identification.



3) Enter the project profile, depending on what type of project you are creating. Enter or click the green check.



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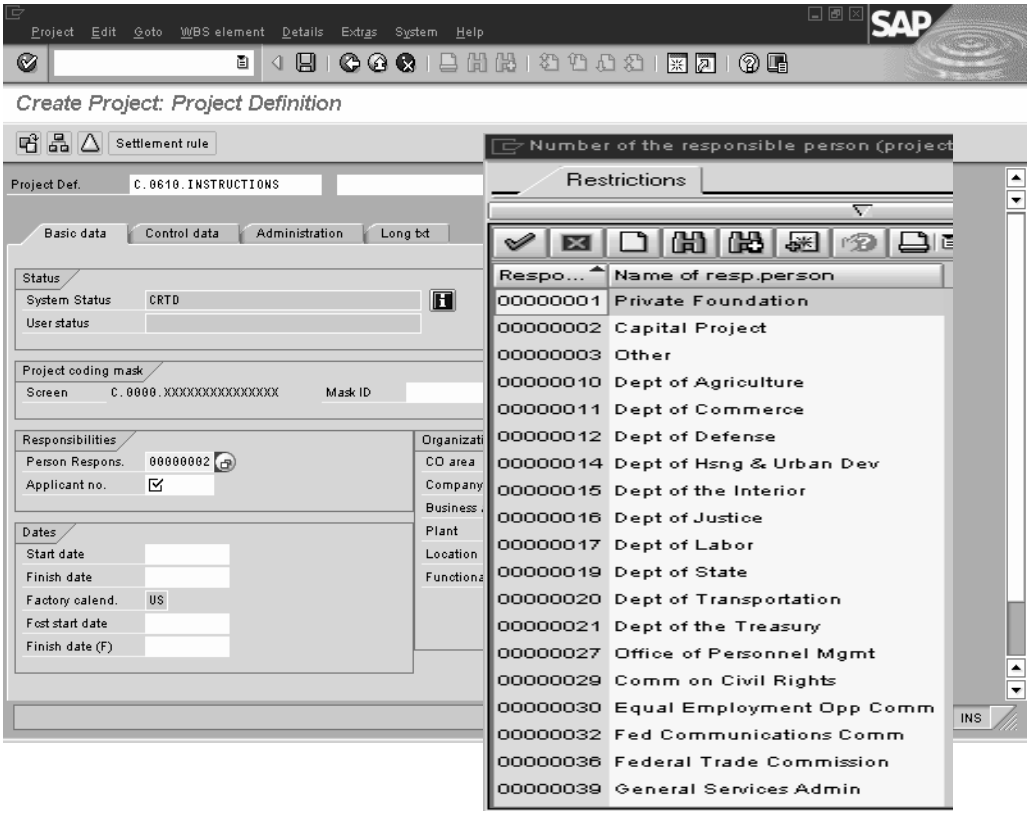
4) Type in a project description.

5) Select Person Responsible from drop down list.



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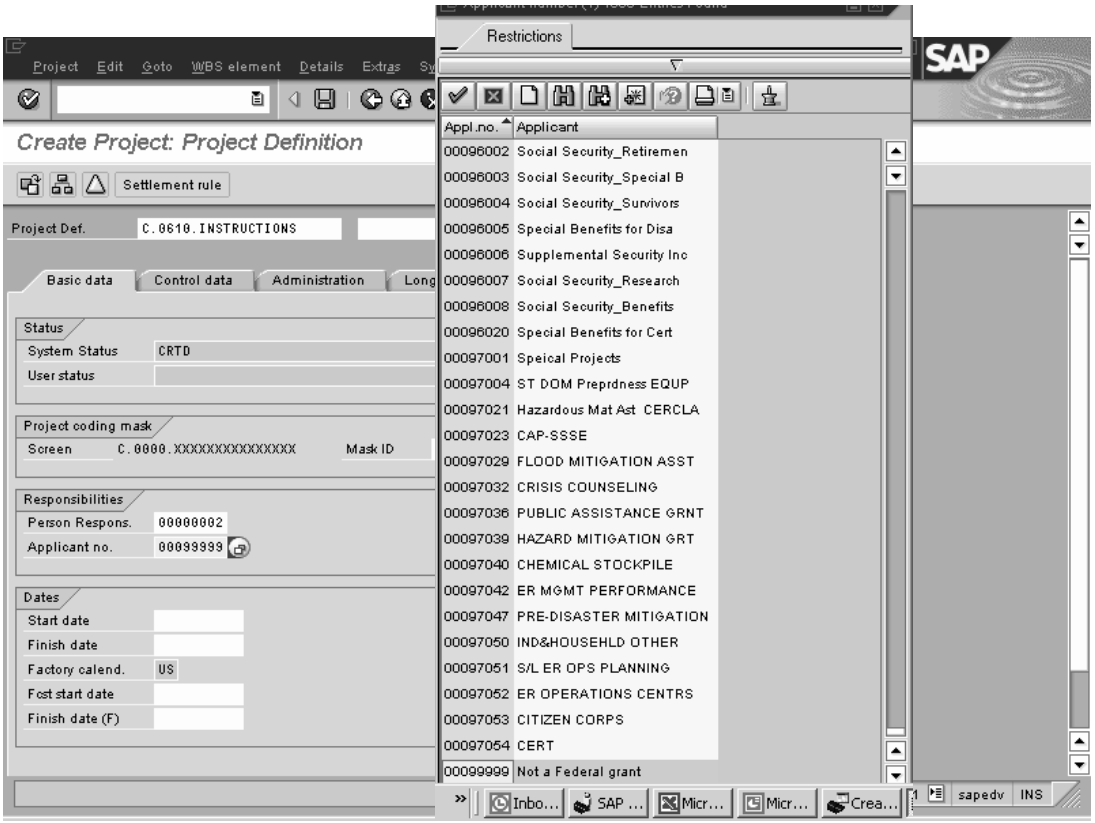
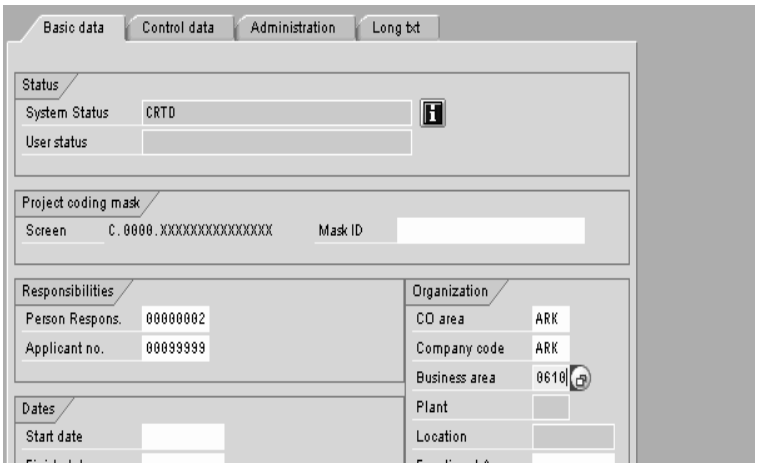
6) Select Applicant No. from drop down list.



7) Enter Business Area.



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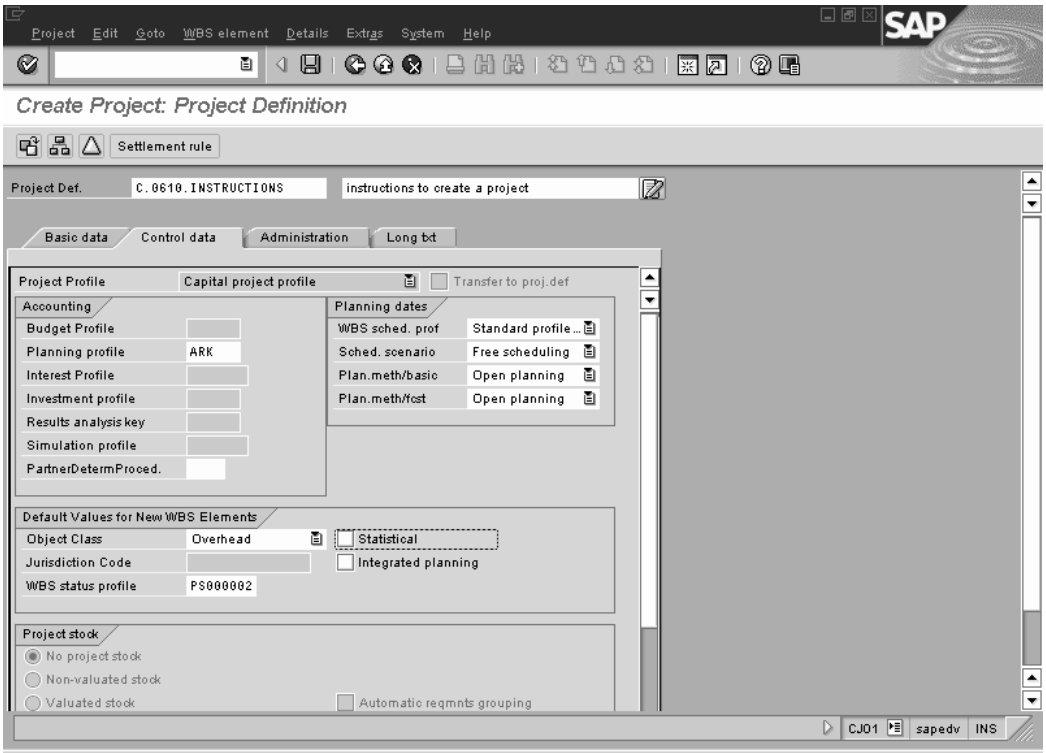
8) If the project is statistical, go to the Control Data tab and select Statistical.



Note: All construction projects are non-statistical. Most other projects are statistical.

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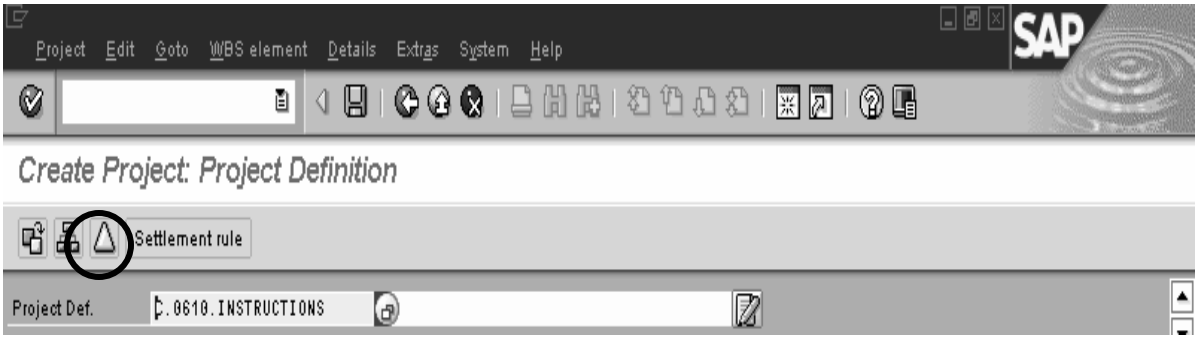
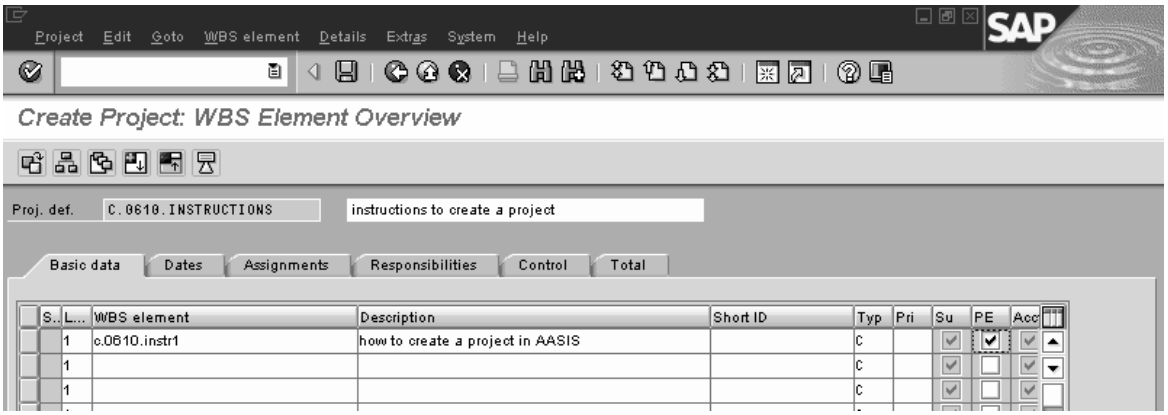
9) Click the WBS icon.



10) On the Basic Data tab, type in the name and description of the WBS element. Click the PE box.



11) Click the Assignments tab.

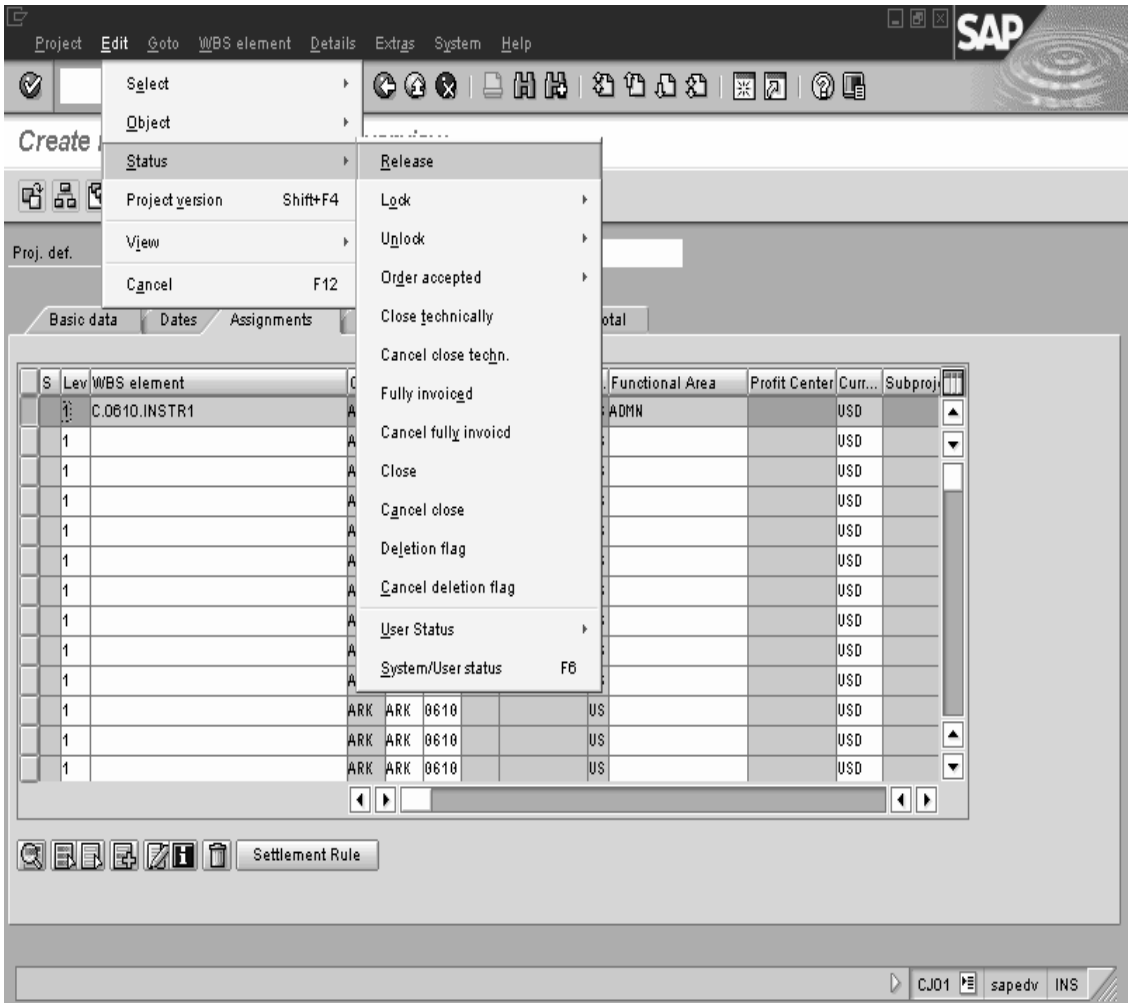
CREATE A PROJECT/WBS ELEMENT

12) Select the Functional Area from the drop down box. This is a new field in Enterprise.

CREATE A PROJECT/WBS ELEMENT

13) Add more WBS elements as needed.

14) The WBS elements must be released to allow postings. These can be released individually by selecting from the WBS element screen, or all can be released together from the project screen. To release, select Edit from the menu bar and status>release.



15) Save the project.